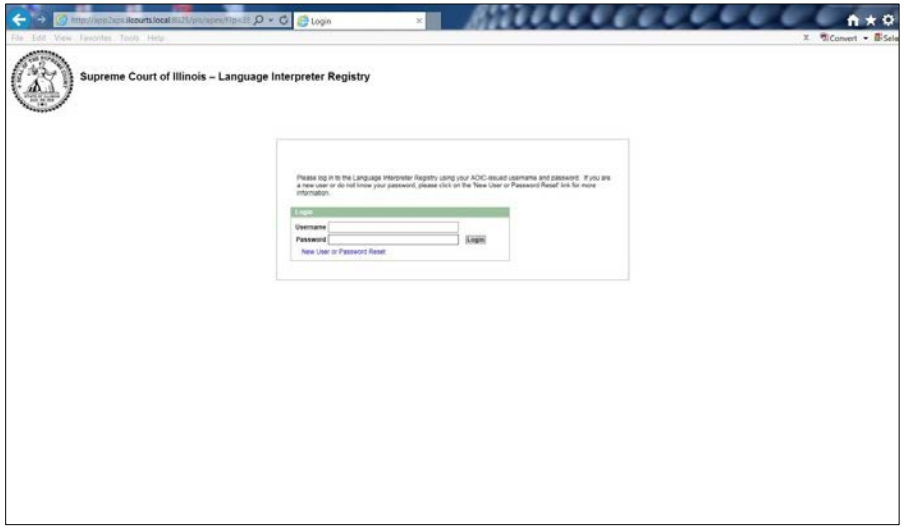
Supreme Court of Illinois
**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

# Instructions for Registering Online for AOIC Court Interpreter Certification Events

To assist the Illinois circuit courts with providing qualified interpreters, the Administrative Office of the Illinois Courts (AOIC) administers a statewide certification program for persons with native-like mastery of English and a second language. Certification requires attendance at an orientation and passing written and oral exams. For a detailed overview of the AOIC Language Access Program and the policies and procedures in place for the training and certification of interpreters, please review the Language Access Program Manual. You can also visit the language access program website to view upcoming events and find information about registration deadlines and fees.

The AOIC has developed an online database called the "Language Interpreter Registry" (LIR) to manage interpreter certification events and allow candidates to pay for events online through the State Treasurer's website. Below are instructions regarding how to register and pay for upcoming events.

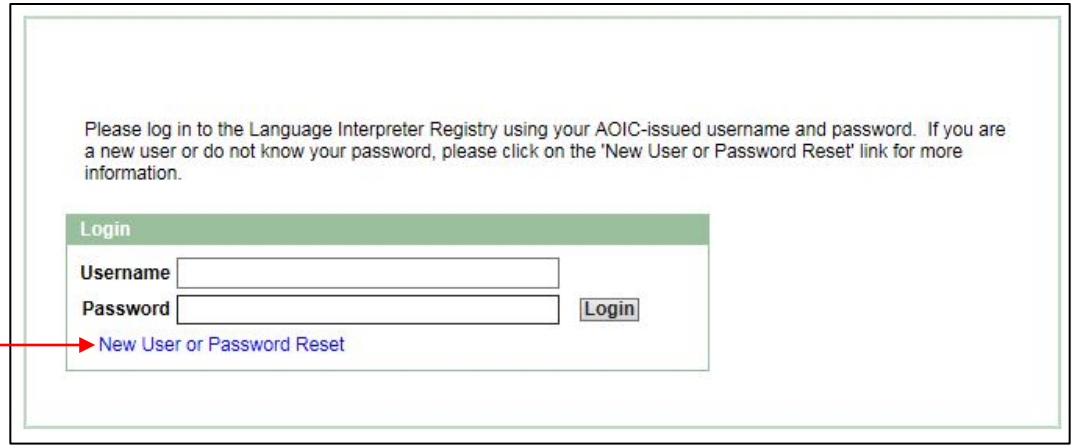
**1 To register, click on the link provided on our website to go to the "Language Interpreter Registry" (LIR) application login screen, or click on the following link:** www.illinoiscourts.gov/courtapps



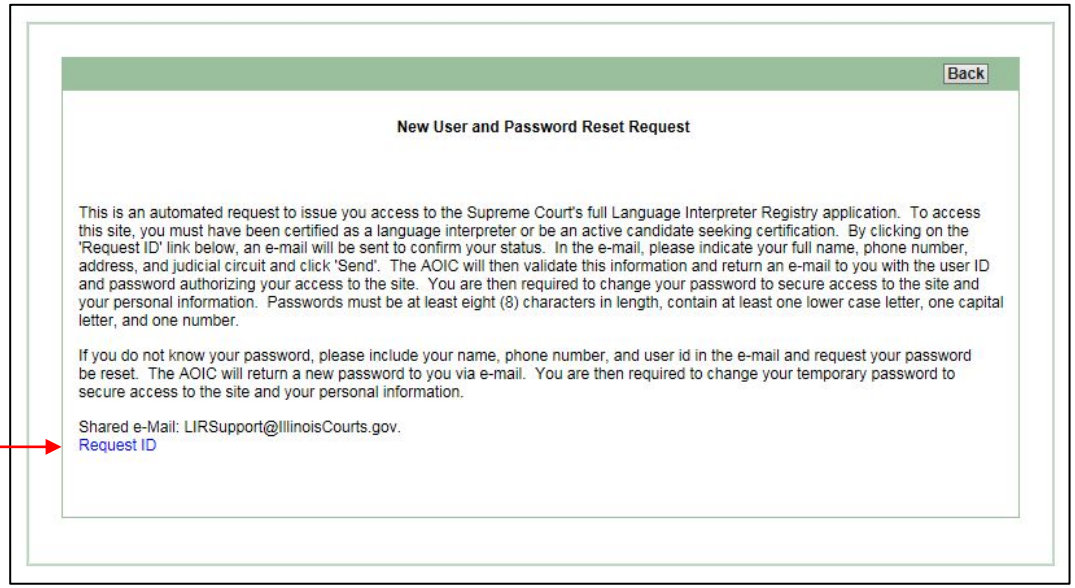
## ② Sign in with the username and password provided to you.

If you have attended a certification event, you should receive an email from the AOIC with your username and password. Please contact Noor Alawawda at nalawawda@illinoiscourts.gov if you did not receive a username and password.

If you are a new user and were not given a username and password, click on the "New User or Password Reset" link for further instructions.

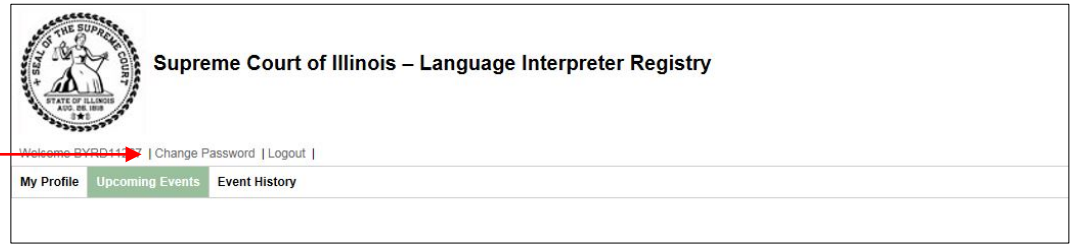



Once you click on the "New User or Password Reset" link you will be directed to this page. To receive a username and password, simply send an email to LIRSupport@illinoiscourts.gov with your full name, phone number and address and click "Send." You will receive an email from the AOIC with your user ID and password within 1-2 business days. If you use a desktop email application like Outlook, you can click on the "Request ID" link to open a new email to LIRSupport@illinoiscourts.gov.



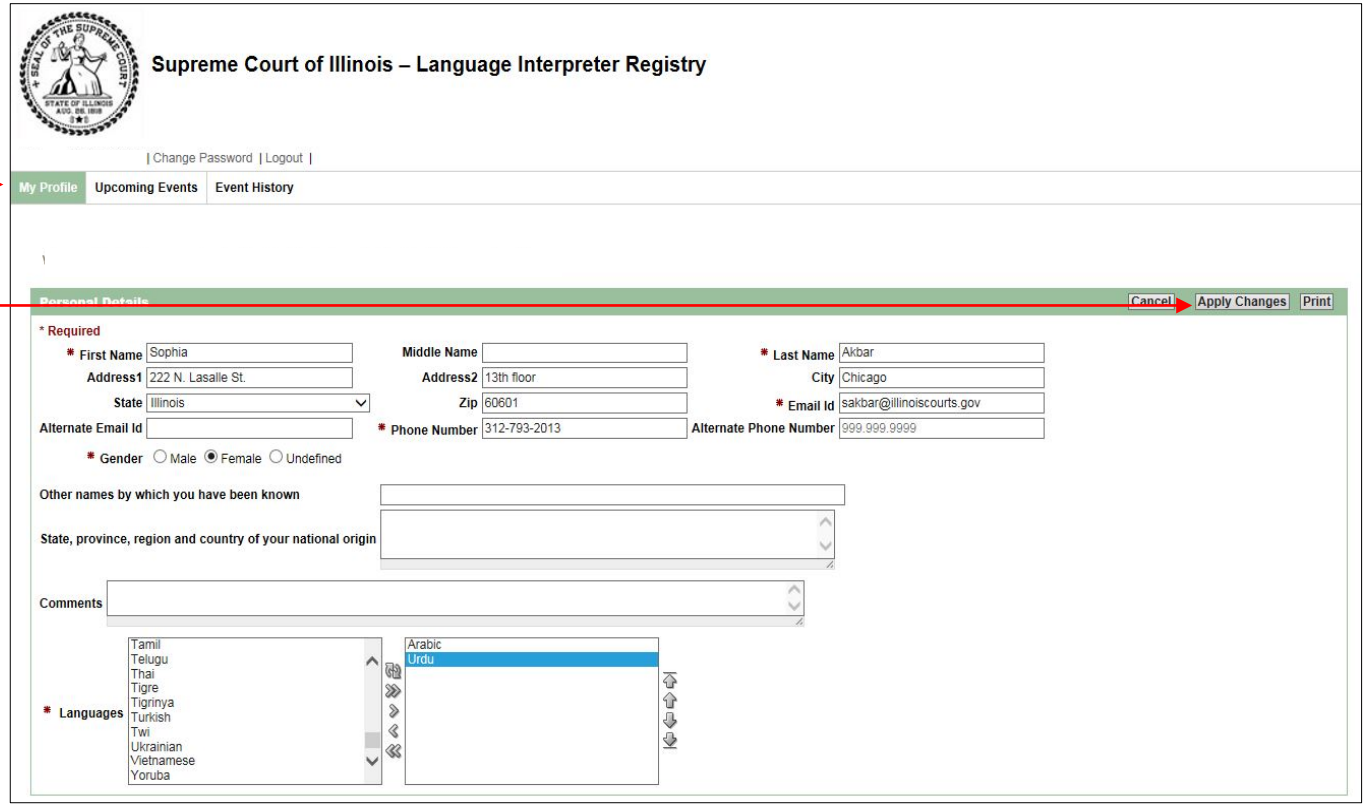

Once you receive a username and password, visit the link in Step 1 to sign in.

Once you sign in, you must change your password by clicking on the "Change Password" link near the top of the page and entering the appropriate fields. Passwords must be a minimum of 8 characters in length, include at least one Capital letter and one number.



## 3 Enter profile information.

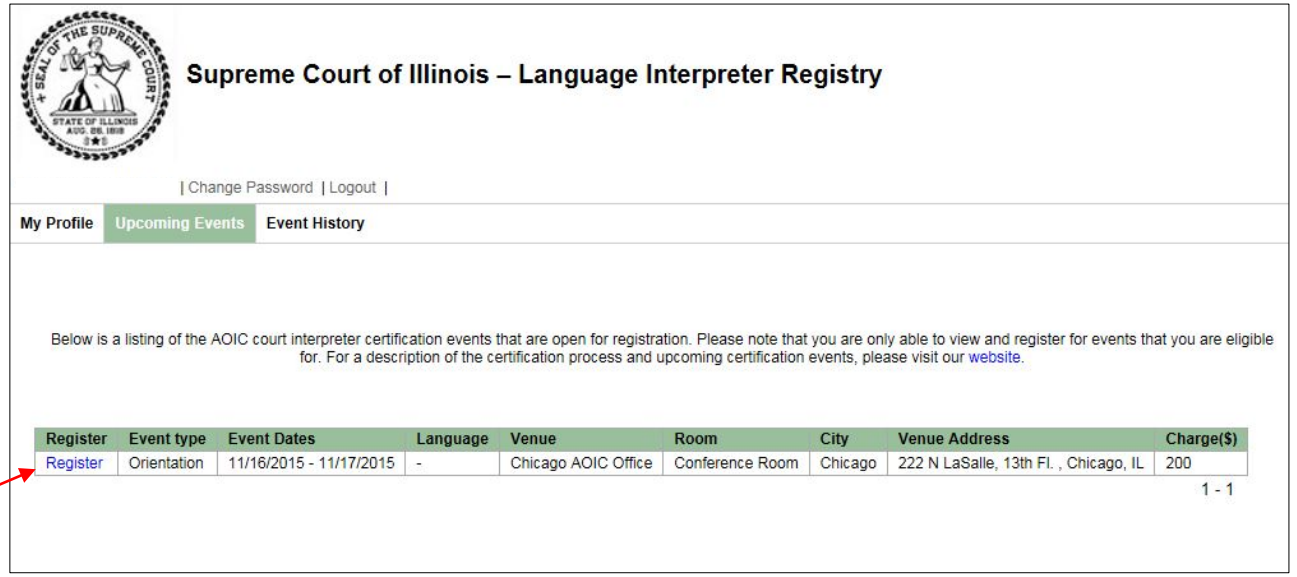
Once you sign in, new users will be prompted to enter their profile information on the "My Profile" tab. If you are not a new user, please check that all of the information is correct. Once all information is entered correctly, select "Apply Changes."



## 4 Register for an event.

When you sign in, you will see the registration page. Please note that you can only see the events that you are eligible for. For example, if you have not attended orientation, you will only be able to register for an upcoming orientation. If you have attended orientation, you will be able to sign up for upcoming written exams. If you have passed the written exam, you will be able to sign up for an oral exam, if an exam is available in your language.

Select the event you wish to register for by clicking "Register" on the appropriate line.



Supreme Court of Illinois – Language Interpreter Registry

| Change Password | Logout |

My Profile | Upcoming Events | Event History

Below is a listing of the AOIC court interpreter certification events that are open for registration. Please note that you are only able to view and register for events that you are eligible for. For a description of the certification process and upcoming certification events, please visit our website.

| Register | Event type | Event Dates | Language | Venue | Room | City | Venue Address | Charge($) |
|---|---|---|---|---|---|---|---|---|
| Register | Orientation | 11/16/2015 - 11/17/2015 | - | Chicago AOIC Office | Conference Room | Chicago | 222 N LaSalle, 13th Fl. , Chicago, IL | 200 |

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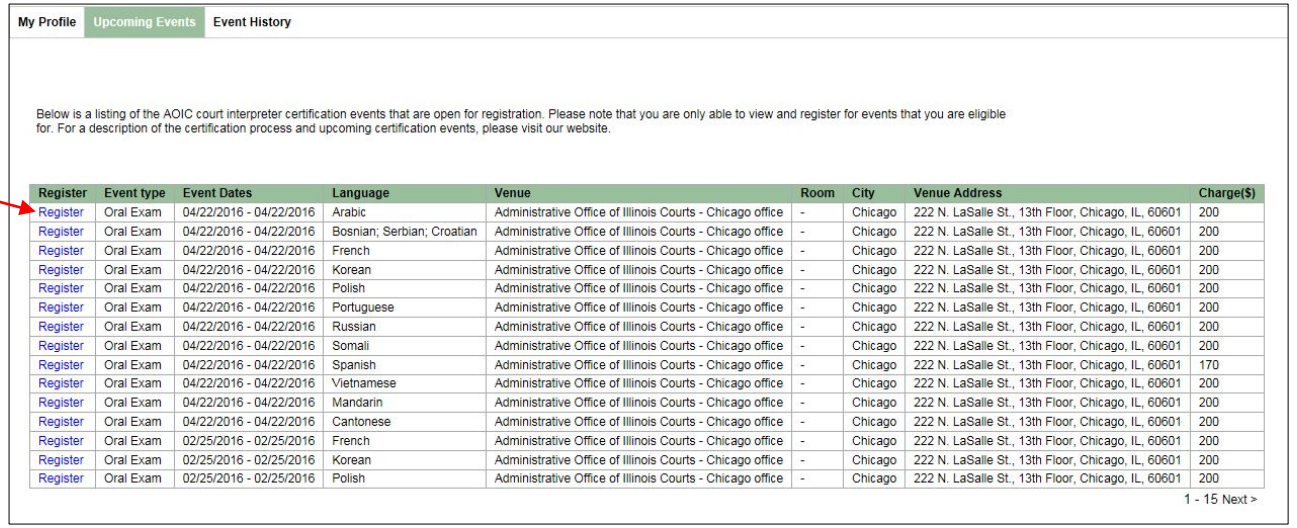
## Special instructions for registering for an oral exam

When registering for an oral exam, select the appropriate event date and language by clicking "Register."



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Below is a listing of the AOIC court interpreter certification events that are open for registration. Please note that you are only able to view and register for events that you are eligible for. For a description of the certification process and upcoming certification events, please visit our website.

| Register | Event type | Event Dates | Language | Venue | Room | City | Venue Address | Charge($) |
|---|---|---|---|---|---|---|---|---|
| Register | Oral Exam | 04/22/2016 - 04/22/2016 | Arabic | Administrative Office of Illinois Courts - Chicago office | - | Chicago | 222 N. LaSalle St., 13th Floor, Chicago, IL, 60601 | 200 |
| Register | Oral Exam | 04/22/2016 - 04/22/2016 | Bosnian; Serbian; Croatian | Administrative Office of Illinois Courts - Chicago office | - | Chicago | 222 N. LaSalle St., 13th Floor, Chicago, IL, 60601 | 200 |
| Register | Oral Exam | 04/22/2016 - 04/22/2016 | French | Administrative Office of Illinois Courts - Chicago office | - | Chicago | 222 N. LaSalle St., 13th Floor, Chicago, IL, 60601 | 200 |
| Register | Oral Exam | 04/22/2016 - 04/22/2016 | Korean | Administrative Office of Illinois Courts - Chicago office | - | Chicago | 222 N. LaSalle St., 13th Floor, Chicago, IL, 60601 | 200 |
| Register | Oral Exam | 04/22/2016 - 04/22/2016 | Polish | Administrative Office of Illinois Courts - Chicago office | - | Chicago | 222 N. LaSalle St., 13th Floor, Chicago, IL, 60601 | 200 |
| Register | Oral Exam | 04/22/2016 - 04/22/2016 | Portuguese | Administrative Office of Illinois Courts - Chicago office | - | Chicago | 222 N. LaSalle St., 13th Floor, Chicago, IL, 60601 | 200 |
| Register | Oral Exam | 04/22/2016 - 04/22/2016 | Russian | Administrative Office of Illinois Courts - Chicago office | - | Chicago | 222 N. LaSalle St., 13th Floor, Chicago, IL, 60601 | 200 |
| Register | Oral Exam | 04/22/2016 - 04/22/2016 | Somali | Administrative Office of Illinois Courts - Chicago office | - | Chicago | 222 N. LaSalle St., 13th Floor, Chicago, IL, 60601 | 200 |
| Register | Oral Exam | 04/22/2016 - 04/22/2016 | Spanish | Administrative Office of Illinois Courts - Chicago office | - | Chicago | 222 N. LaSalle St., 13th Floor, Chicago, IL, 60601 | 170 |
| Register | Oral Exam | 04/22/2016 - 04/22/2016 | Vietnamese | Administrative Office of Illinois Courts - Chicago office | - | Chicago | 222 N. LaSalle St., 13th Floor, Chicago, IL, 60601 | 200 |
| Register | Oral Exam | 04/22/2016 - 04/22/2016 | Mandarin | Administrative Office of Illinois Courts - Chicago office | - | Chicago | 222 N. LaSalle St., 13th Floor, Chicago, IL, 60601 | 200 |
| Register | Oral Exam | 04/22/2016 - 04/22/2016 | Cantonese | Administrative Office of Illinois Courts - Chicago office | - | Chicago | 222 N. LaSalle St., 13th Floor, Chicago, IL, 60601 | 200 |
| Register | Oral Exam | 02/25/2016 - 02/25/2016 | French | Administrative Office of Illinois Courts - Chicago office | - | Chicago | 222 N. LaSalle St., 13th Floor, Chicago, IL, 60601 | 200 |
| Register | Oral Exam | 02/25/2016 - 02/25/2016 | Korean | Administrative Office of Illinois Courts - Chicago office | - | Chicago | 222 N. LaSalle St., 13th Floor, Chicago, IL, 60601 | 200 |
| Register | Oral Exam | 02/25/2016 - 02/25/2016 | Polish | Administrative Office of Illinois Courts - Chicago office | - | Chicago | 222 N. LaSalle St., 13th Floor, Chicago, IL, 60601 | 200 |

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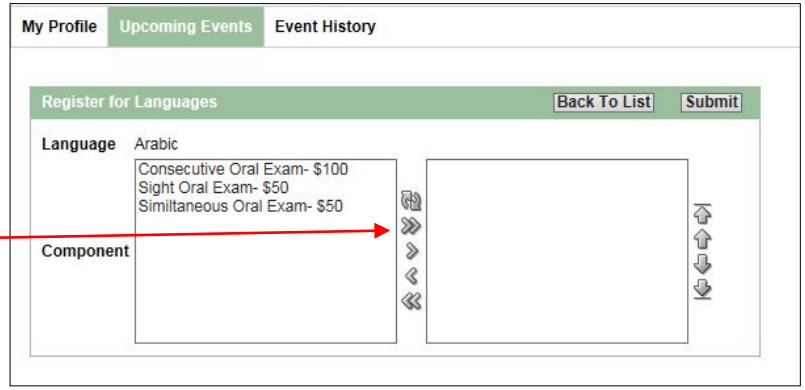
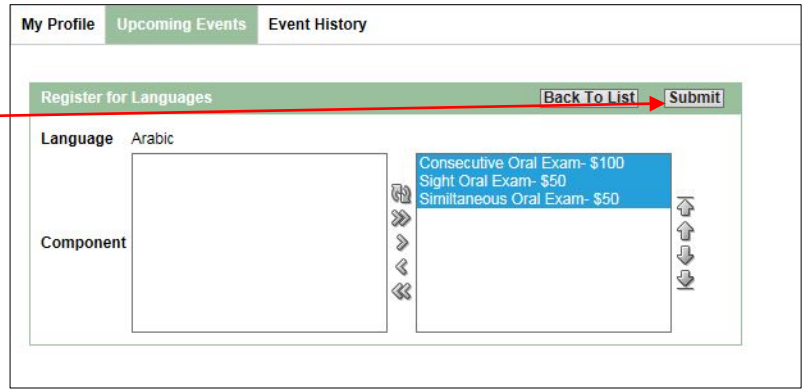
## (Special instructions for registering for an oral exam cont'd)

Select the exam components you plan to take. If you are taking the full exam, select all three components by clicking the top arrow.




Once your selection is complete, click "Submit."



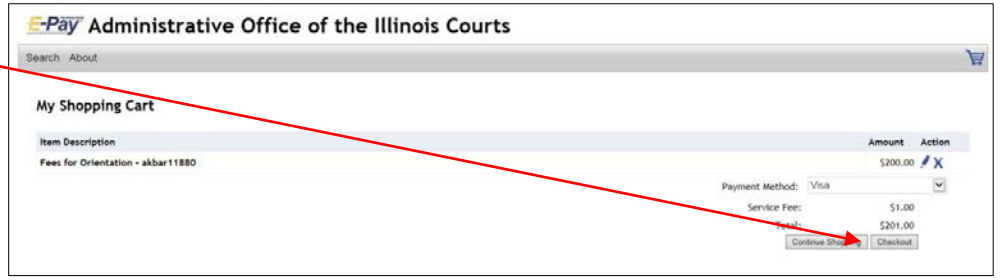
## 5 Paying your registration fee

Once you click "Register", you will be directed to a separate secure site through the State Treasurer's Office for e-payment. Select the event type you are registering for. (If you have a pop-up blocker, you will have to change your web browser settings to allow pop ups to be directed to the State Treasurer's website).

**Note: The AOIC now only accepts electronic payment (i.e., credit cards) for certification events.**

Enter the information on the fields provided. Once all information is entered correctly, click "Pay now" to enter credit or debit card payment information.

Make sure your selection is correct, and select "Checkout."




Enter all required fields and click "Continue" to go to the next section. Once the payment information is entered correctly, click "Submit" to complete your transaction.

You will receive a payment confirmation to the email address you provided. This completes your registration. Closer to the event date, you will receive communication from the AOIC regarding details about the event. Thank you for your interest in the AOIC certification program!